



Getting Comfortable With WordPress: a half-day workshop for beginners

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This class is about CONTENT manipulation

It's NOT WordPress installation or development

If you've already installed a bunch of plugins, WooCommerce, or messed with a child theme, this session is probably not for you.

We assume:

- **You already HAVE a WordPress site.**
- **You have a laptop with WiFi**

We will cover:

- **Difference between pages and posts**
- **Difference between categories and tags**
- **Headings and a small bit of SEO**
- **Adding and manipulating media (images, videos, pdfs, etc.)**
- **An over view of the rest of the options in the admin navigation bar**

**Whoever wants to understand much
must play much.**

Gottfried Benn



**Who are you
and why are
you here?**

<https://unsplash.com/search/photos/man?photo=ew3-7k3sl-g>

Definitions

- Host, Web Host, or Hosting Company
- Browser
- WordPress.org vs WordPress.com
- Core
- Visual tab/Text tab
- Plugins
- Widgets

Ready? Set. Go!

Go here

<http://bit.ly/2wXrcVG>



all done! continue to your install 

Poopy.life is brought to you by **Soflyy**.

We make **Oxygen**, the new **visual site builder** for WordPress.

OxygenApp.com »

The image shows a web browser window displaying the WordPress admin dashboard for a site named 'glorious-lyrebird.w3.poopy.life'. The browser's address bar shows the URL 'glorious-lyrebird.w3.poopy.life/wp-admin/'. The dashboard interface includes a left-hand sidebar with navigation links: Dashboard, Home, Updates, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Sandbox, and Collapse menu. The main content area features a top banner with a link to 'Soflyy, creators of Oxygen, the new visual site builder plugin for WordPress.' Below this, the login credentials are displayed: 'Login: http://talented-toucan.w4.poopy.life/wp-admin/', 'Username: demo', and 'Password: hChp55I2uF3F'. These credentials are highlighted in yellow, and a red circle is drawn around them with a red arrow pointing to the login URL. Below the login information, there is a message: 'Poopy Pro is here. [wpsandbox.io](#). Ad-free Installs hosted on wpsandbox.pro with a management dashboard.' The dashboard also includes sections for 'At a Glance' (showing 2 Posts, 3 Pages, and 1 Comment), 'Activity' (showing 'Recently Published' on Jun 21st, 9:36 pm with the post 'This is a post'), 'Quick Draft' (with a title field and a 'Save Draft' button), and 'WordPress Events and News'.

glorious-lyrebird.w3.poopy.life/wp-admin/

Most Visited Privnote DH Mail Mine BaseCamp bitly amazon wish list Read Later wordpress colors + test Instapaper Amazon sell

Sandbox 0 + New Howdy, demo

Dashboard

Home

Updates

Posts

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Sandbox

Collapse menu

Screen Options Help

This service is brought to you by Soflyy, creators of Oxygen, the new visual site builder plugin for WordPress.

Login: <http://talented-toucan.w4.poopy.life/wp-admin/>

Username: demo

Password: hChp55I2uF3F

Poopy Pro is here. [wpsandbox.io](#).
Ad-free Installs hosted on wpsandbox.pro with a management dashboard.

Dashboard

At a Glance

2 Posts 3 Pages 1 Comment

WordPress 4.8.1 running Twenty Sixteen theme.
[Search Engines Discouraged](#)

Activity

Recently Published

Jun 21st, 9:36 pm This is a post

Quick Draft

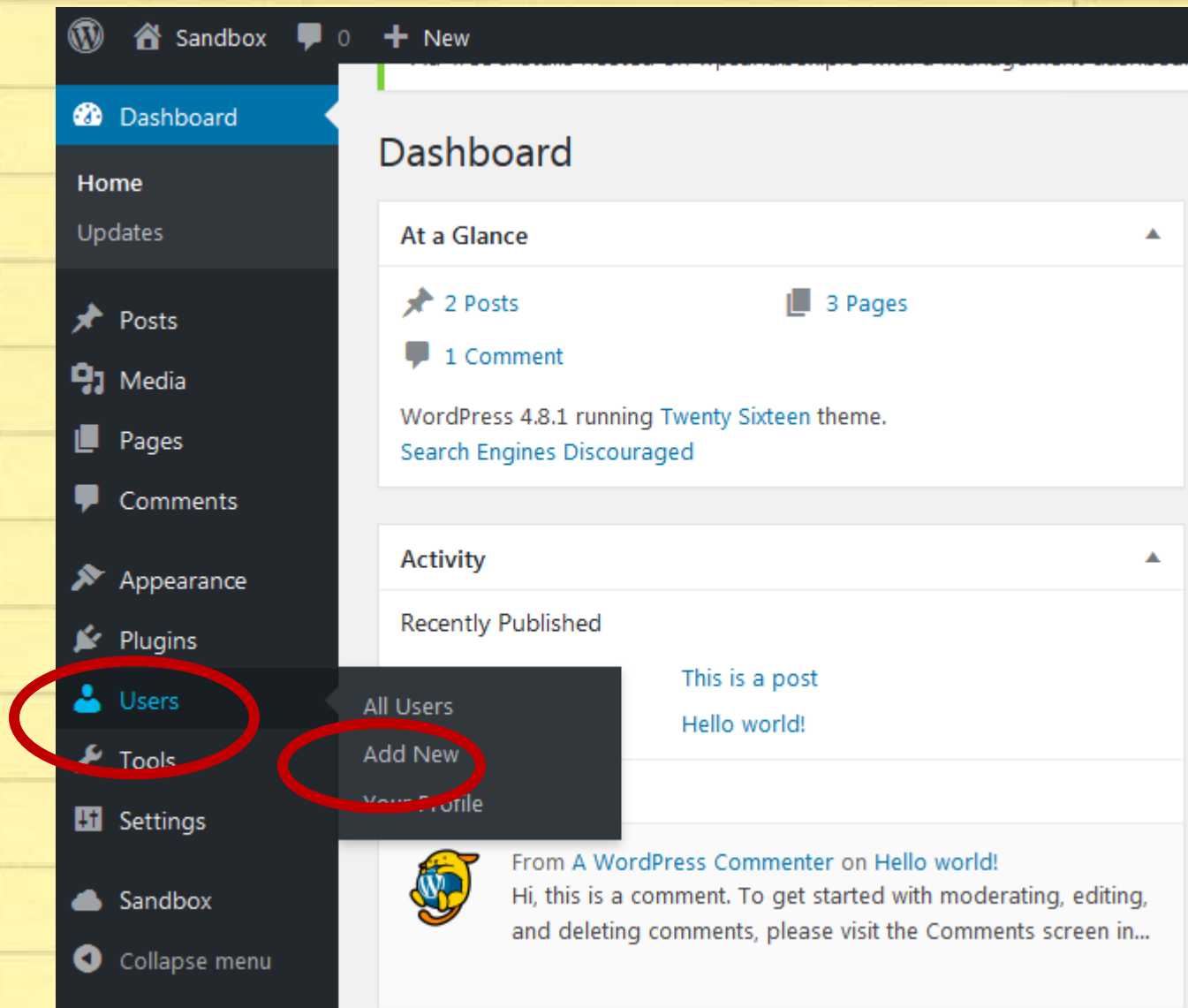
Title

What's on your mind?

Save Draft

WordPress Events and News

Add yourself as a new user



Add New User

Create a brand new user and add them to this site.

Username (*required*)

Email (*required*)

First Name

Last Name

Website

Password

Show password

Send User Notification

☒ Send the new user an email about their account.

Role

Subscriber



This doesn't work in a pooppy site

Set to admin

Add New User

Working with Posts and Pages

WordPress dashboard interface showing the Posts section. The sidebar menu has 'Posts' highlighted. The main content area displays a list of posts. The post titled 'This is a post' is circled in red, and a red arrow points to it from the word 'Choose'.

Dashboard navigation: Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Sandbox.

Post list table:

Title	Author	Categories	Tags		Date
(no title) — Draft	admin	Uncategorized	—	—	Last Modified 2017/08/05
This is a post	admin	Uncategorized	—	—	Published 2017/06/21
Hello world!	lvwc-kerch	Uncategorized	—	1	Published 2017/03/09

WordPress Dashboard: Sandbox, 0 New, View Post

Dashboard | **Posts** | All Posts | Add New | Categories | Tags | Media | Pages | Comments | Appearance | Plugins | Users | Tools | Settings | Sandbox

Edit Post [Add New](#)

Post updated. [View post](#)

This is a post

Post title

Permalink: <http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/> [Edit](#)

[Add Media](#) Visual Text

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Unlink Icon] [Table Icon]

ABE [Font Size] [Text Color] [Background Color] [Link Icon] [Unlink Icon] [Undo] [Redo] [Help]

Make this is an H1 so you can see what it looks like in content. But do not use this

Make this an H2 heading in content

Make this an H3 heading in content

Make this an H4 heading in content

Publish

Status: [Publish](#)

Visibility: [Public](#)

Revisions: [View](#)

Published: [Edit](#)

[Move to Trash](#)

Format

☒ Standard ☐ Aside ☐ Image

WordPress

Sandbox

0

New

View Post

Dashboard

Posts

All Posts

Add New

Categories

Tags

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Sandbox

Collapse menu

Edit Post

Add New

Post updated. [View post](#)

This is a post

Permalink: <http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/> [Edit](#)

Add Media

Paragraph

B *I*

ABC

Make this is an H1 so you can see what it looks like in content. But do not use this

Make this an H2 heading in content

Make this an H3 heading in content

Make this an H4 heading in content

p

Publish

Status:

Visibility

Revisions

Published

[Edit](#)

[Move to Trash](#)

Format

Sta

Asi

Im

Vid

WordCamp Lehigh Valley 2017 Kerch McConlogue (@kerchmcc) and Reed Gustow (@tangofxtrot) June 13, 2017 at 11:58 pm

Permalink

Edit Post [Add New](#)

Post updated. [View post](#)

This is a post

Permalink: <http://grumpy-pigeon.v>

Add Media

Paragraph **B** *I* [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Unlink Icon] [Table Icon]

Make this is an H1 so you can see what it looks like in content. But do not use this

Make this an H2 heading in content

Make this an H3 heading in content

Make this an H4 heading in content

Visual Text

Status: P

Visibility

Revision

Publish [Edit](#)

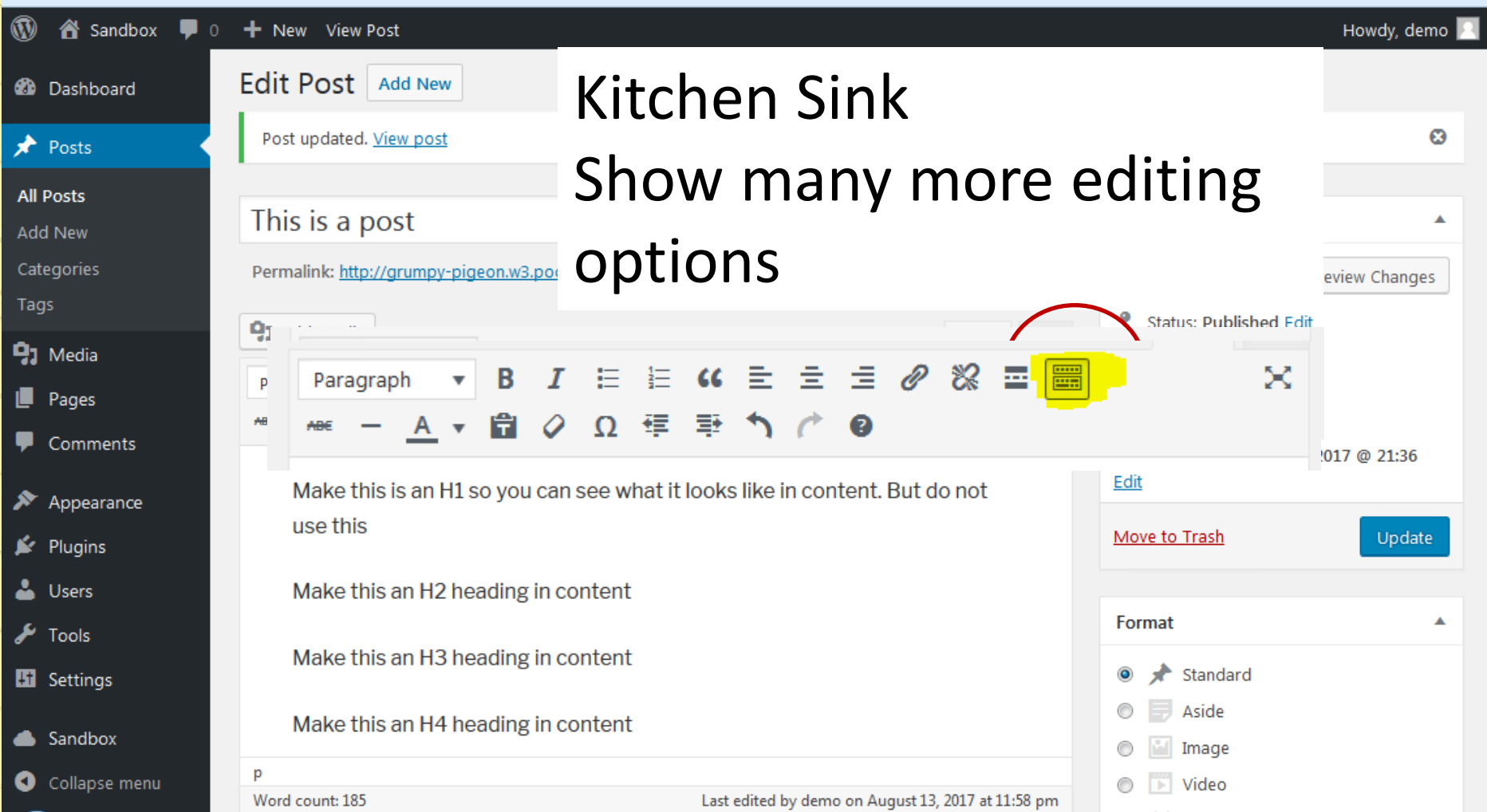
[Move to Tra](#)

Format

Star

Asic

WordPress dashboard interface showing the "Edit Post" screen. The sidebar on the left includes links for Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Sandbox, and Collapse menu. The main content area displays the post title "Kitchen Sink" and the text "Show many more editing options". The post content includes several paragraphs of placeholder text: "This is a post", "Make this is an H1 so you can see what it looks like in content. But do not use this", "Make this an H2 heading in content", "Make this an H3 heading in content", and "Make this an H4 heading in content". The post status is "Published". The bottom of the screen shows the word count (185) and the last edited time (August 13, 2017 at 11:58 pm).



The image is a screenshot of the WordPress 'Edit Post' interface. A red circle highlights the 'More' menu icon (a square with a grid of dots) in the formatting toolbar. The interface includes a sidebar with navigation links, a main content area with a post title and text, and a right-hand sidebar with 'Format' options. The post title is 'Kitchen Sink' and the text is 'Show many more editing options'. The post status is 'Published'. The bottom of the screen shows the word count (185) and the last edited time (August 13, 2017 at 11:58 pm).

The image shows the WordPress 'Edit Post' interface. On the left is a dark sidebar with navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Sandbox. The main content area has a top bar with 'Edit Post' and 'Add New' buttons. Below this is a status message: 'Post updated. [View post](#)'. The post title 'This is a post' is in a large text box. Below the title is the 'Permalink' section showing the URL <http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/> and an 'Edit' button. Below the permalink is an 'Add Media' button. The main editing area is divided into two tabs: 'Visual' and 'Text'. The 'Visual' tab is currently active, showing a rich text editor with a toolbar containing various formatting options like bold, italic, link, unlink, list, quote, and more. The content of the post is displayed in the editor area, consisting of several paragraphs and headings. On the right side of the interface is a 'Publish' sidebar with options for Status, Visibility, Revisions, and Published date, along with a 'Move to Trash' button. Below the 'Publish' sidebar is a 'Format' section with options for Standard, Aside, and Image.

Visual Tab

Text Tab

Visual

Text

The screenshot shows the WordPress 'Edit Post' interface. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Sandbox, and Collapse menu. The main content area has a title 'Edit Post' and a button 'Add New'. Below the title is a message 'Post updated. [View post](#)'. The post title is 'This is a post'. The permalink is 'http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/'. The post content is 'This is a post'. The post status is 'Published'. The post visibility is 'Public'. The post revisions are '2'. The post was published on 'Jun 21, 2017 @ 21:36'. The post format is 'Standard'. The post word count is '185'. The post was last edited by 'demo' on 'August 13, 2017 at 11:58 pm'. Annotations include a red arrow pointing to the 'Paragraph' dropdown menu in the toolbar, and a red circle around the text 'Make this an H2 heading in content' in the post content area.

WordPress Dashboard

Sandbox 0 + New View Post

Howdy, d

Edit Post Add New

Post updated. [View post](#)

This is a post

Permalink: <http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/> Edit

Visual Text

Paragraph B

Make this is an H1 so you can see what use this

Make this an H2 heading in content

Make this an H3 heading in content

Make this an H4 heading in content

Published

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 2 [Browse](#)

Published on: Jun 21, 2017 @ 21:36 [Edit](#)

[Move to Trash](#) Update

Format

Standard

Aside

Image

Video

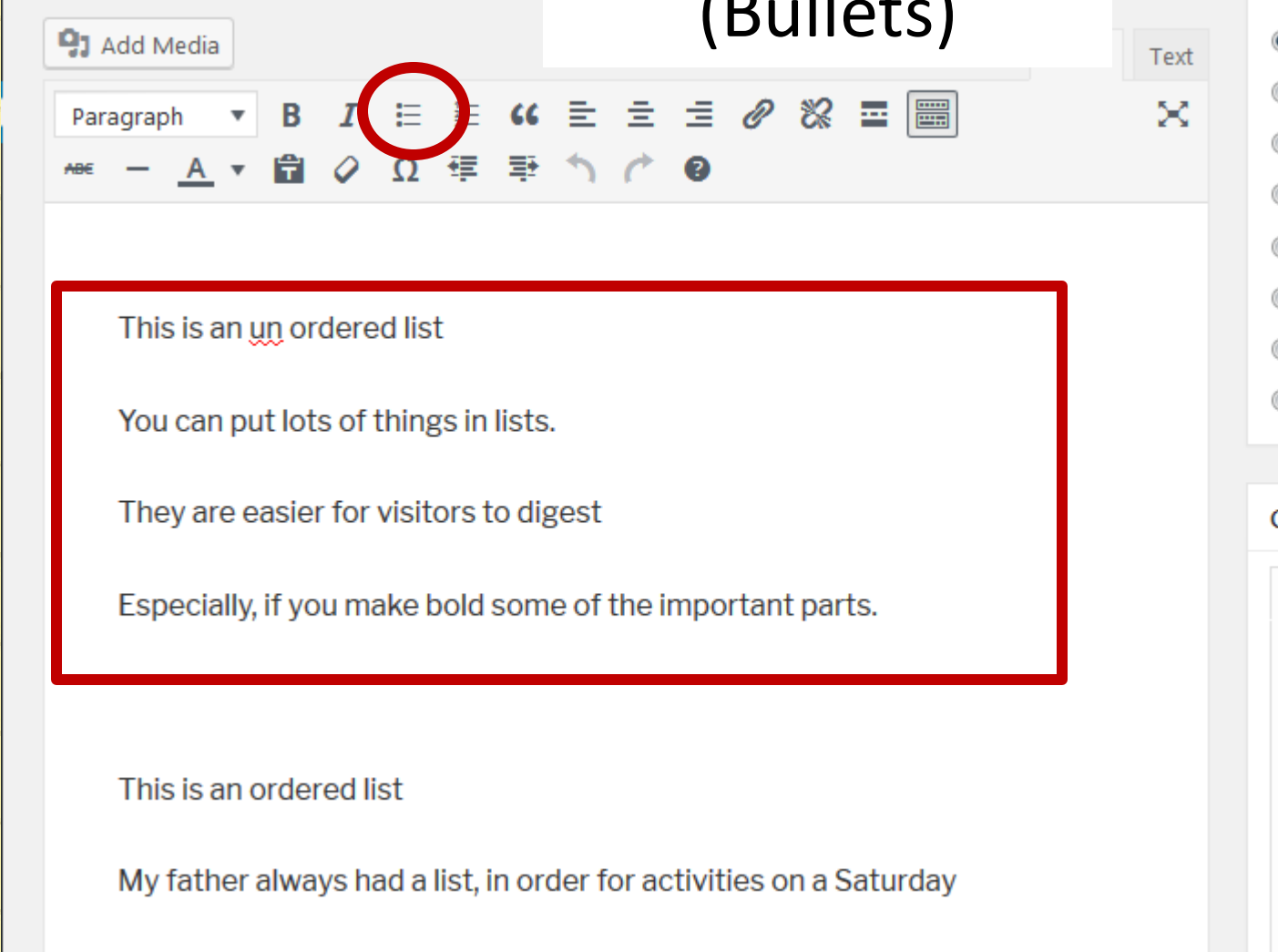
Word count: 185

Last edited by demo on August 13, 2017 at 11:58 pm

Headings

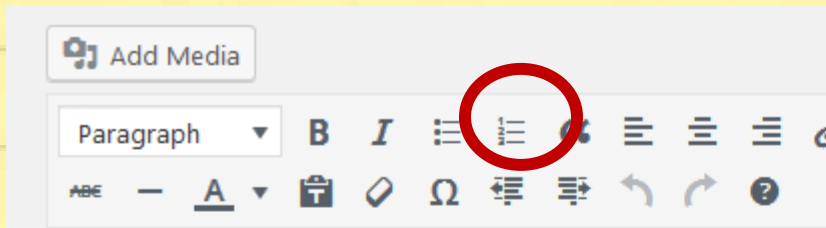
Make this an H2

Unordered list (Bullets)



Sometimes it looks like the bullets don't work right

- You can put lots of things in lists.
They are easier for visitors to digest
Especially, if you make bold some of the important parts.



Ordered list (Numbered)

This is an ordered list

My father always had a list, in order for activities on a Saturday

Brush your teeth

Wash your face

Make your bed

Get dressed

Manipulating Images



Image Details

Caption

Caption

Alternative Text

Alternative Text (Alt tag)

DISPLAY SETTINGS

Align

Left

Center

Right

None

Size

Medium – 300 × 225

Link To

None

ADVANCED OPTIONS ▼



Edit Original

Replace

Update

Edit Image



Cancel

Save

SCALE IMAGE ?

Original dimensions 370 × 277

New dimensions:

×

Scale

IMAGE CROP ?

Aspect ratio:

:

Selection:

×

THUMBNAIL SETTINGS ?



Back

Designating Authors

the box for authors.

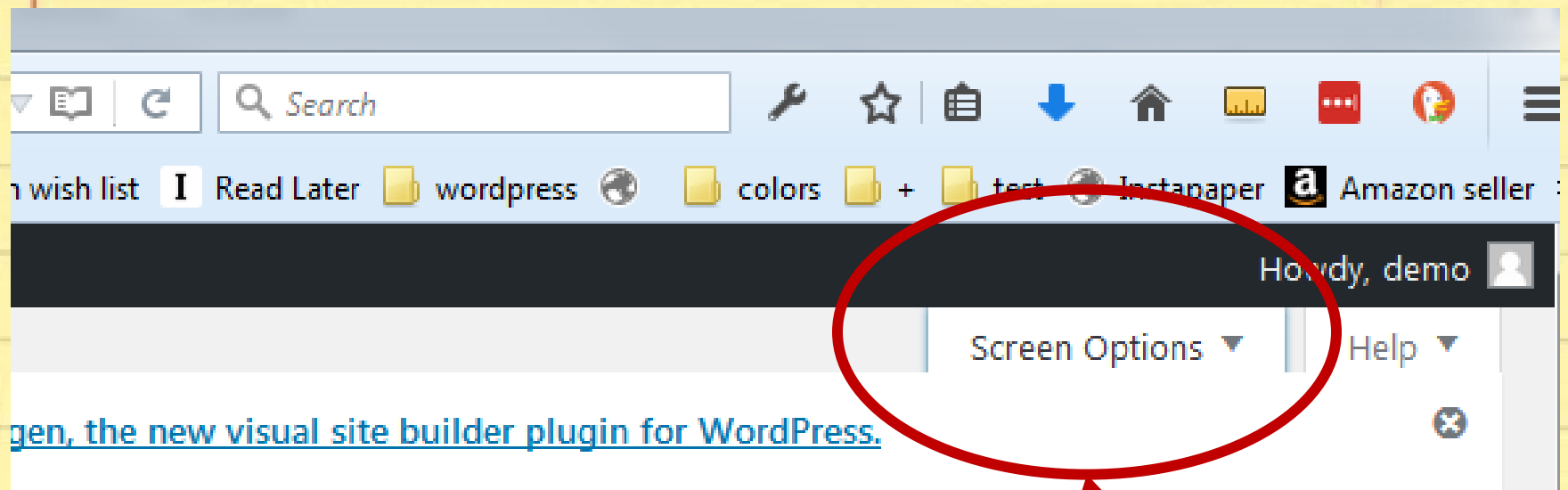
Same goes for comments, if you want them or not, there's a box to check to make it so. It might not show, so check the Screen Options at the top of the page.



Word count: 185

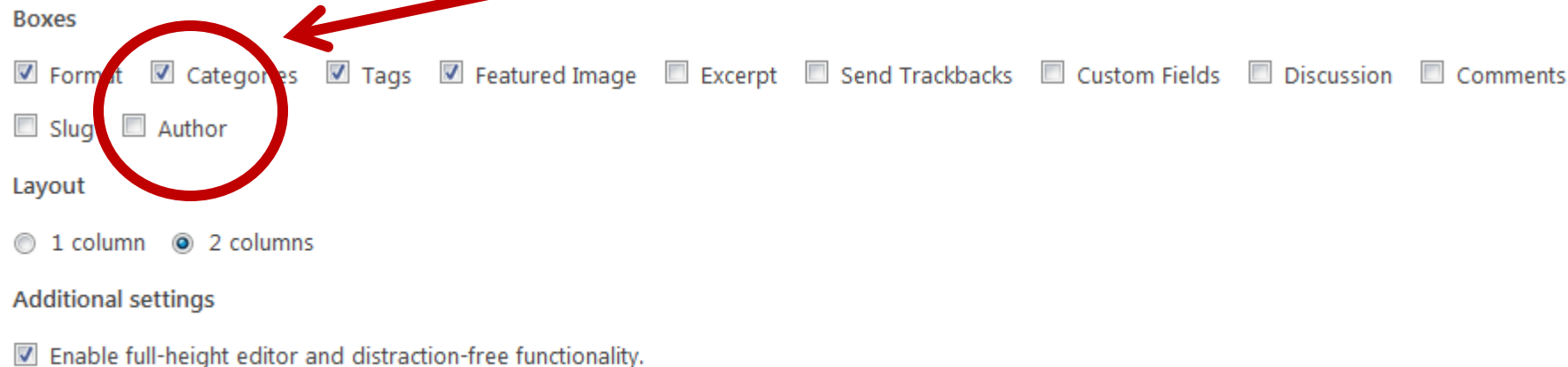
Last edited by admin on June 21, 2017 at 9:36 pm

Screen Options



Show Author Options

But also view the option for comments, excerpts and a couple other things.



The screenshot shows the WordPress Widgets management interface. Under the 'Boxes' section, there are two rows of widget options. The first row includes 'Format', 'Categories', 'Tags', 'Featured Image', 'Excerpt', 'Send Trackbacks', 'Custom Fields', 'Discussion', and 'Comments'. The second row includes 'Slug' and 'Author'. The 'Author' widget is circled in red, and a red arrow points from the text above to it. Below the 'Boxes' section is the 'Layout' section with radio buttons for '1 column' and '2 columns' (which is selected). At the bottom is the 'Additional settings' section with a checked checkbox for 'Enable full-height editor and distraction-free functionality.'

Boxes

☒ Format ☒ Categories ☒ Tags ☒ Featured Image ☐ Excerpt ☐ Send Trackbacks ☐ Custom Fields ☐ Discussion ☐ Comments

☐ Slug ☐ Author

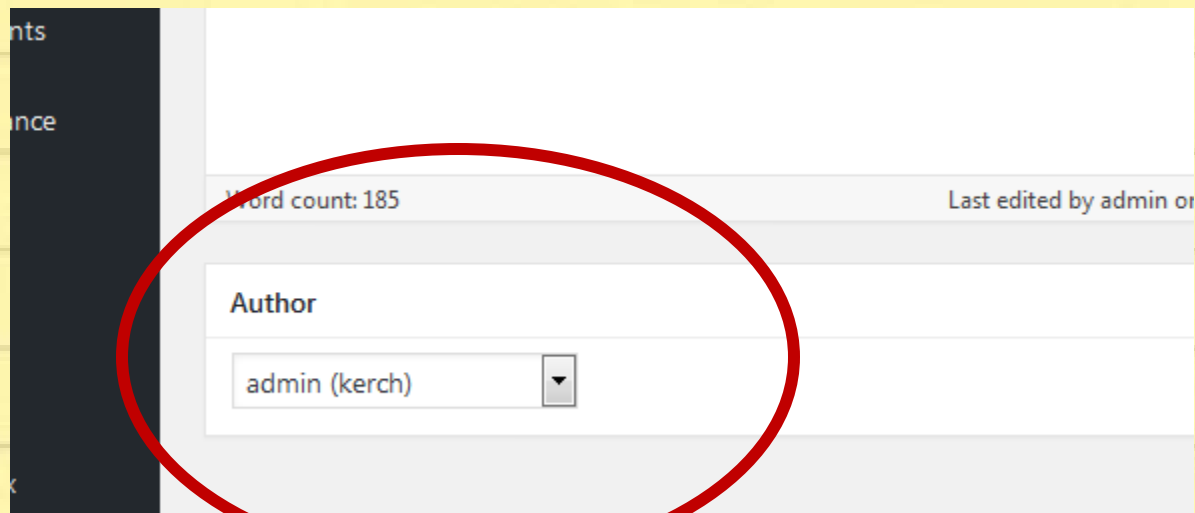
Layout

☐ 1 column ☒ 2 columns

Additional settings

☒ Enable full-height editor and distraction-free functionality.

Screen Options ▲




Publish

Preview Changes

 Status: Published [Edit](#)

 Visibility: Public [Edit](#)


 Published on: Jun 21, 2017 @ 21:36
[Edit](#)

[Move to Trash](#)

Update

Publish

Preview Changes


 Status: Published

Published

▼

OK

[Cancel](#)

 Visibility: Public

☒ Public


☐ Stick this post to the front page

☐ Password protected

☐ Private

OK

[Cancel](#)

 Published on: Jun 21, 2017 @ 21:36

06-Jun

▼

21

,

2017

@

21

:

36

OK

[Cancel](#)

[Move to Trash](#)

Update

Categories

All Categories Most Used

- ☒ Uncategorized
- ☐ Appearances
- ☐ Articles
- ☐ Blog
- ☐ Books
- ☐ Media
 - ☐ Interviews and Profiles
 - ☐ Reviews

[+ Add New Category](#)

Tags

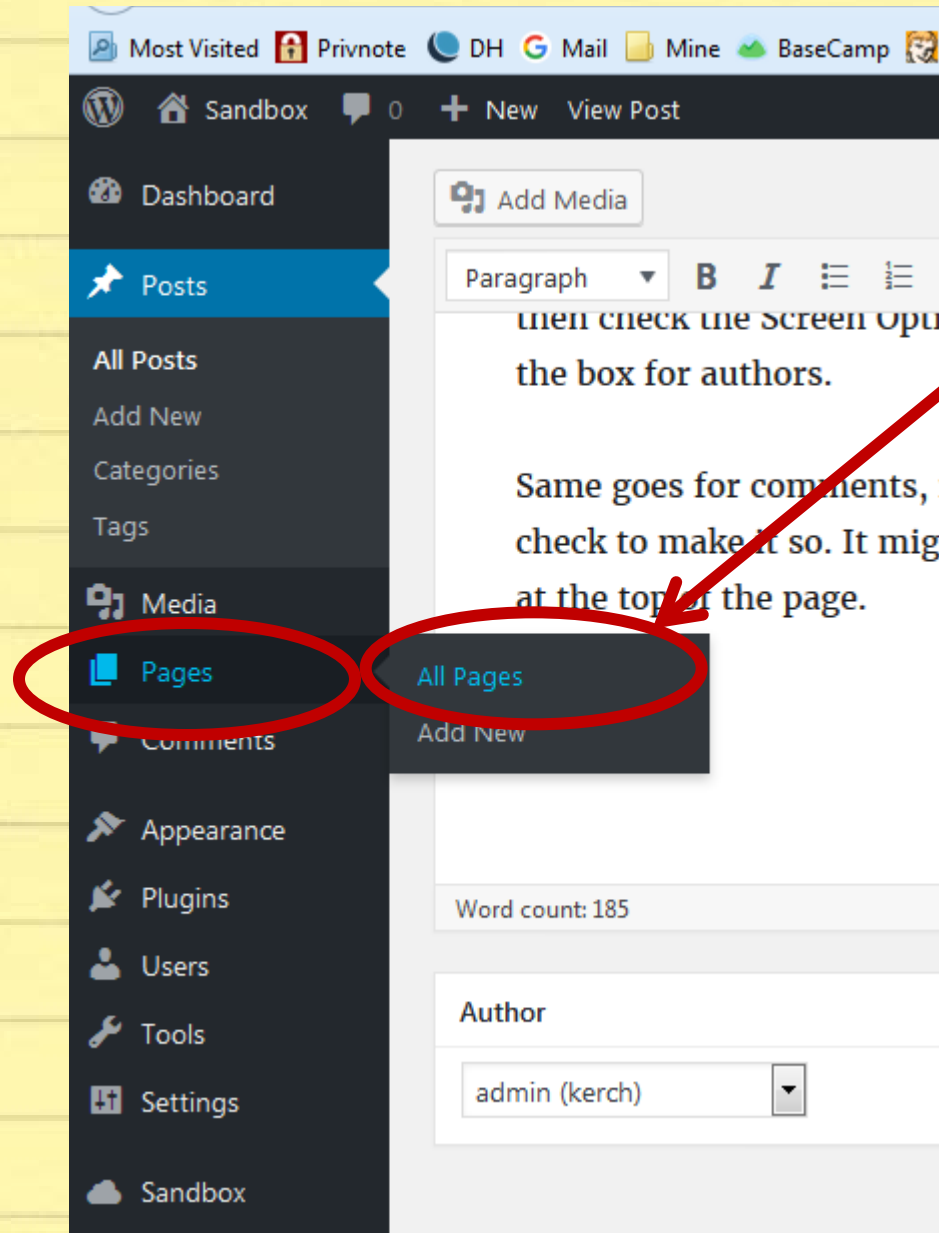
Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

On to pages



Choose

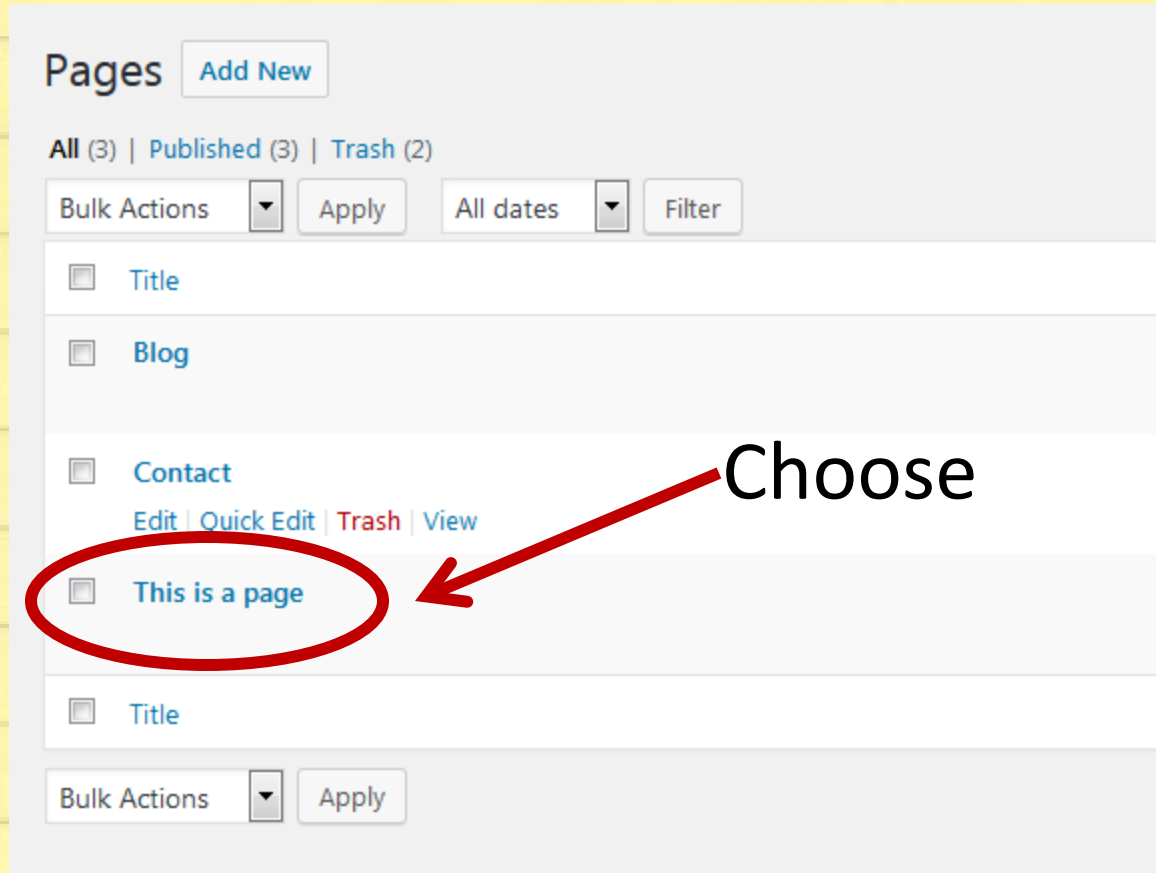
Pages [Add New](#)

[All \(3\)](#) | [Published \(3\)](#) | [Trash \(2\)](#)

Bulk Actions All dates

<input type="checkbox"/>	Title
<input type="checkbox"/>	Blog
<input type="checkbox"/>	Contact Edit Quick Edit Trash View
<input type="checkbox"/>	This is a page
<input type="checkbox"/>	Title

Bulk Actions



Choose



Pul

Same as posts 15

[Edit](#)

[Move to Trash](#)

Update

Page Attributes

Parent

(no parent)



Order

0

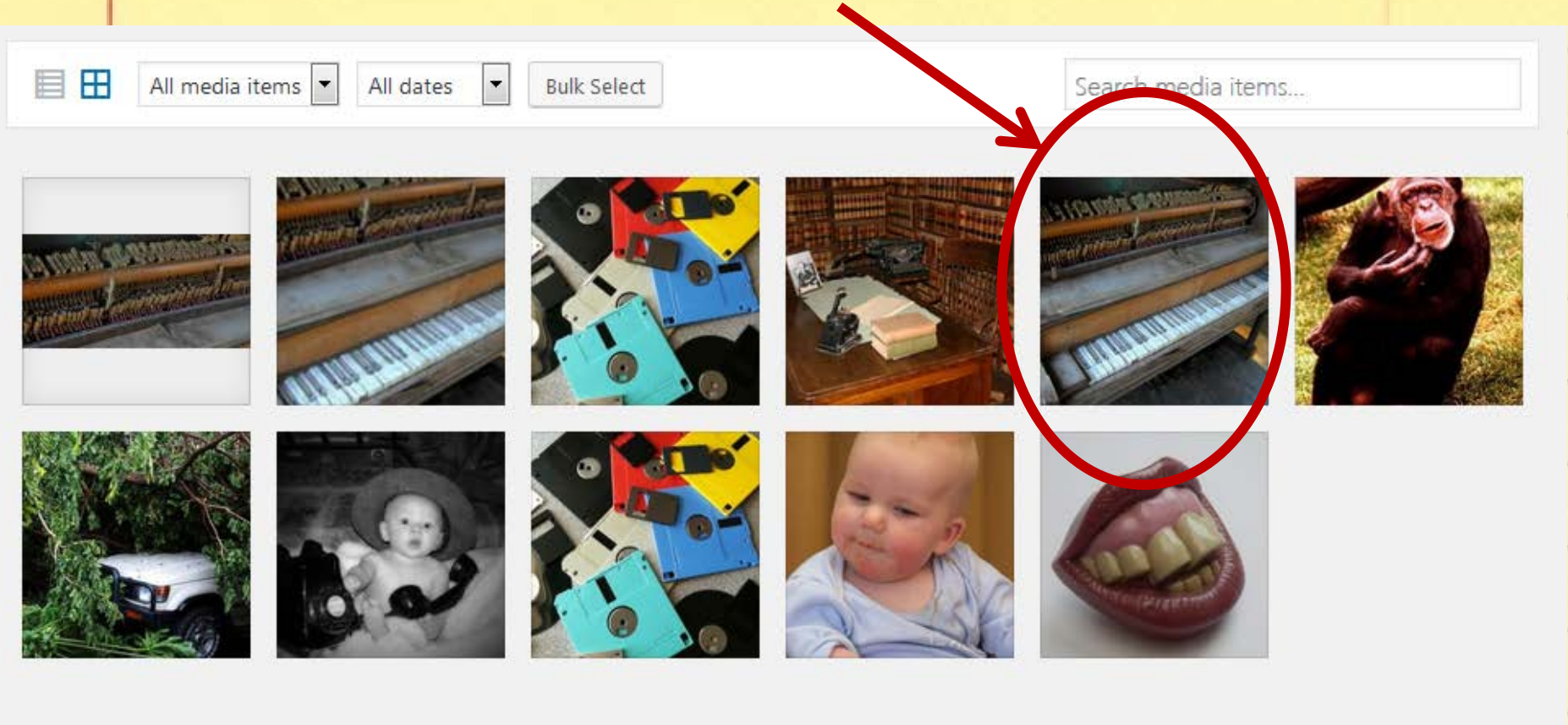
Need help? Use the [Help](#) tab above the screen title.

Different from Posts

Adding new media

And working with the
WordPress media editor

Choose this giant image



Attachment



Edit Image

File name: Ruined-Piano.jpg
File type: image/jpeg
Uploaded on: June 21, 2017
File size: 1 MB
Dimensions: 5184 × 3456

URL

Title

Caption

Alt Text

Description

Uploaded By admin

Uploaded To [This is a page](#)

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Attachment Details



Cancel

Save

SCALE IMAGE ?

Original dimensions 370 × 277

New dimensions:

×

Scale

IMAGE CROP ?

Aspect ratio:

 :

Selection:

 ×

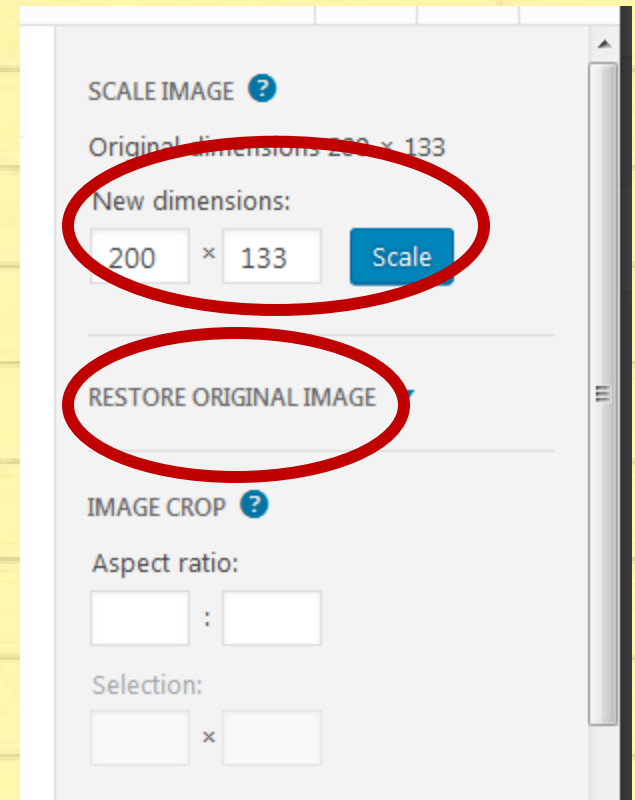
THUMBNAIL SETTINGS ?



Back

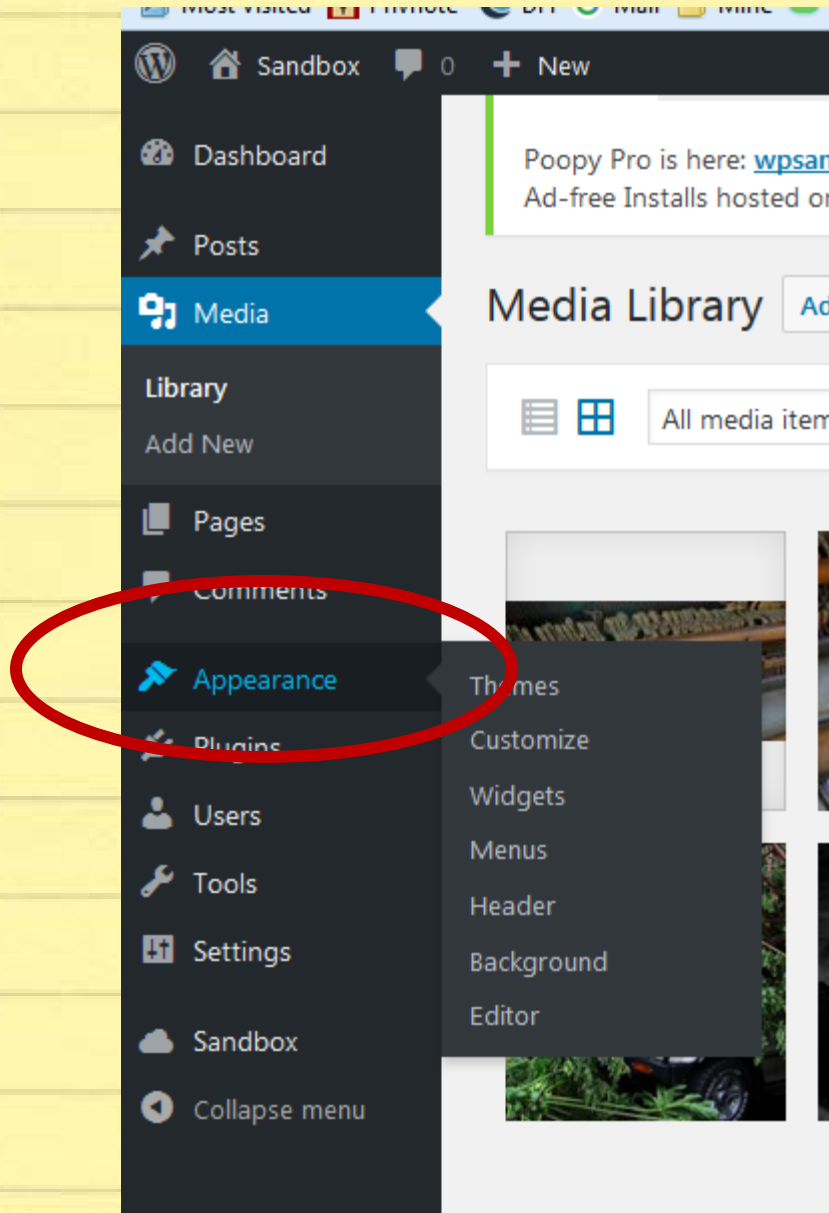
<http://glorious-lyrebird.w3.poopy.life/wp-content/uploads/2017/06/Ruined-Piano.jpg>

<http://glorious-lyrebird.w3.poopy.life/wp-content/uploads/2017/06/Ruined-Piano-e1502992297816.jpg>

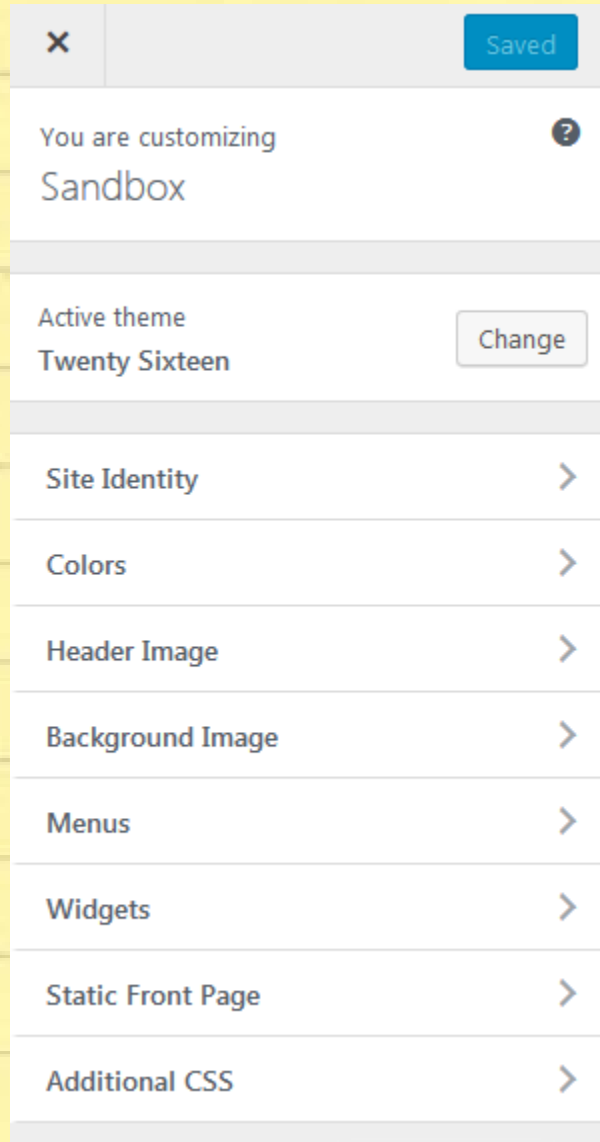


Back to the left-hand admin navigation panel


Appearance



Customizer



Sandbox

 Just another WordPress site

This is a post

Make this is an H1 so you can see what it looks like
do not use this

Make this an H2 heading in content

Make this an H3 heading in content

Make this an H4 heading in content

×Saved

←

Customizing
Static Front Page

Your theme supports a static front page.

Front page displays

☒ Your latest posts

☐ A static page

Widgets

[Manage with Live Preview](#)

Available Widgets

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Archives

A monthly archive of your site's Posts.

Audio

Displays an audio player.

Calendar

A calendar of your site's Posts.

Categories

A list or dropdown of categories.

Custom HTML

Arbitrary HTML code.

Sidebar

Add widgets here to appear in your sidebar.

Search

Recent Posts

Recent Comments

Title:

Number of comments to show:

[Delete](#) | [Close](#)

Save

Archives

Categories

Menus

[Manage with Live Preview](#)

Edit Menus

Manage Locations

Select a menu to edit:

Footer



Select

or [create a new menu.](#)

Pages

Most Recent

[View All](#)

[Search](#)

- ☐ Blog
- ☐ Contact
- ☐ This is a page

[Select All](#)

Add to Menu

Posts

Custom Links

Menu Name Footer

Save Menu

Menu Structure

Add menu items from the column on the left.

Menu Settings

Auto-add pages

☐ Automatically add new top-level pages to this menu

Display location

☐ Primary Menu

☐ Social Links Menu

[Delete Menu](#)

Save Menu



Menus

[Manage with Live Preview](#)

Edit Menus

Manage Locations

Your theme supports 2 menus. Select which menu appears in each location.

Theme Location	Assigned Menu
Primary Menu	<div>— Select a Menu — </div> Use new menu
Social Links Menu	<div>— Select a Menu — </div> Use new menu

Save Changes

Adjusting the words showing on the menu

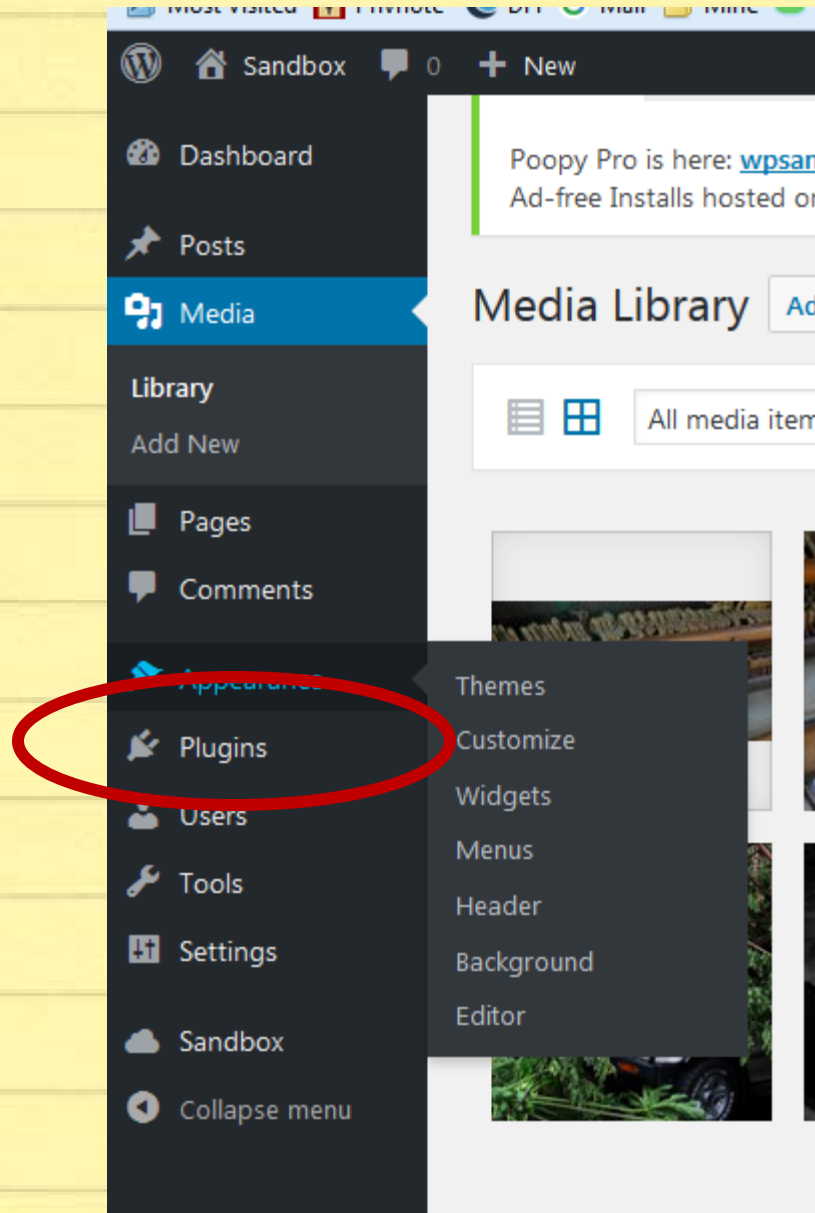
Menu Structure

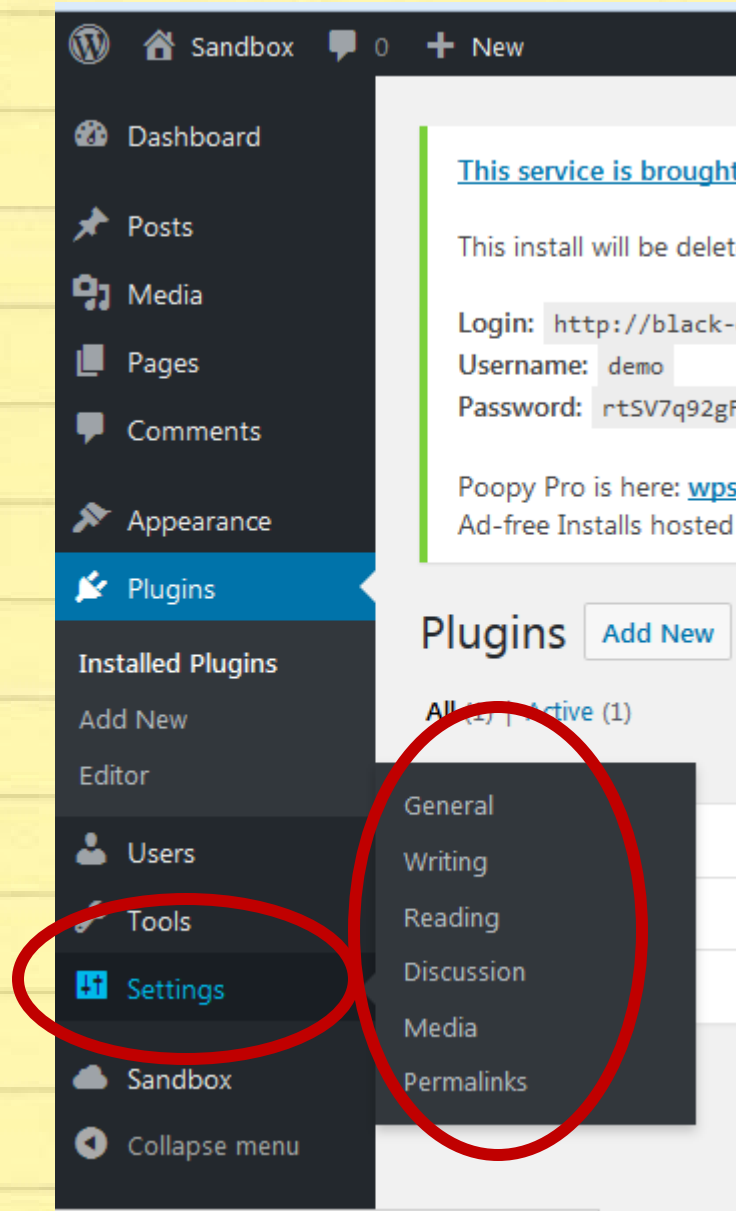
Drag each item into the order you prefer. Click the arrow on the right of the item configuration options.

Blog	Page ▲
The story of my life in 20 words	
Navigation Label	
<input type="text" value="Blog"/>	
Move Down one	
Original: Blog	
Remove Cancel	

Menu title: Makes most sense for the menu

Navigation Label:
Is based on title
Or that includes keywords important to your site.





Thanks!

Kerch McConlogue @kerchmcc
Kerch@WeFixBrokenWebsites.com

Reed Gustow @tangofoxtrot
reed@deltaangel.com